



State of Hawai'i
EMPLOYEE PERFORMANCE APPRAISAL

HRD 526 (07/01)

Section #1

Name of Employee

Position Title

Social Security No.

Position No.

Salary Range/Step

Bargaining Unit

Department

Division/Branch

Section #2

PERFORMANCE APPRAISAL CATEGORIES & EXPECTATIONS

(Complete this section by the beginning of the rating period.)

- a. Goals/Projects: List any specific goals/projects, unless noted on other documents, to be accomplished during this rating period.

Supervisor's Signature

Date

- b. Supervisor's discussion with employee: My current job description, job related performance requirements, and the Performance Appraisal System process have been discussed with me. I received a copy of the PAS Summary for Employees.

Employee's Signature

Date

Section #3

OVERALL RATING

(Complete at the end of the appraisal period)

Appraisal:

☐

Initial
Prob

☐

New
Prob

☐

Annual

☐

Partial Annual

Appraisal Period:

From: _____

To: _____

☐

Exceeds Expectations

☐

Meets Expectations

☐

Does Not Meet Expectations

Section #4

SIGNATURES UPON COMPLETION OF PERFORMANCE APPRAISAL

Employee's Acknowledgement/Comments:

My performance for the rating period has been discussed with me. I understand that I may rebut this rating by attaching my comments.

My signature does not necessarily mean agreement.

(Check if comments attached.) ☐

Employee's Signature

Date

Supervisor's Certification:

This rating was discussed with the employee on the following date:

Supervisor's Signature

Date

Signature of Reviewing Officer

Date

Signature of Appointing Authority

Date